



National Aeronautics and  
Space Administration  
Washington, DC 20546

# Procurement Notice

**PN 04-04**  
**May 23, 2005**

---

## DEFINITIONS

**BACKGROUND:** This PN revises the NASA FAR Supplement (NFS) to amend the definition of the “head of the contracting activity” consistent with the Headquarters transformation and with realignment of program management responsibilities between NASA Headquarters and the field centers.

On June 16, 2004, the Assistant Administrator for Procurement approved a deviation to NFS 1802.101 to designate the Associate Administrator for Exploration Systems as head of the contracting activity in lieu of the Center Director(s) for all contracts that directly support the Exploration Systems Mission Directorate (ESMD). This deviation was approved in support of the Headquarters transformation and the realignment of program management responsibilities between NASA Headquarters and the field centers. This PN implements this deviation.

**ACQUISITIONS AFFECTED BY CHANGES:** All contracts that directly support the ESMD.

**ACTION REQUIRED BY CONTRACTING OFFICERS:** Comply with the revised definition of “head of the contracting activity (HCA)” whenever this is referred to in the FAR and NFS.

**CLAUSE CHANGES:** This PN makes no changes to clauses and provisions.

**PARTS AFFECTED:** Changes are made in Part 1802.

**REPLACEMENT PAGES:** You may use the enclosed page to replace 2:1.

**TYPE OF RULE AND PUBLICATION DATE:** The PN was published as a final rule in the Federal Register (70 FR 29456 - 29457) on May 23, 2005.

**HEADQUARTERS CONTACT:** Tom Russell, Office of Procurement, Program Operations Division, (202) 358-0484, email: trussell@nasa.gov.

2

*//s//*

Jim Balinskas  
Director, Contract Management Division

Enclosures

**DISTRIBUTION:**  
**PN List**

**PART 1802**  
**DEFINITIONS OF WORDS AND TERMS**

**TABLE OF CONTENTS**

1802.000	Scope of part.
<b>SUBPART 1802.1</b>	<b>DEFINITIONS</b>
1802.101	Definitions.

**PART 1802**  
**DEFINITIONS OF WORDS AND TERMS**

**1802.000 Scope of part.**

Commonly used words and terms are defined in FAR Subpart 2.1. This Part 1802 gives NASA-specific meanings for some of these words and terms and defines other words and terms commonly used in the NASA acquisition process.

**Subpart 1802.1--Definitions**

**1802.101 Definitions.**

“**Administrator**” means the Administrator or Deputy Administrator of NASA.

“**Senior Procurement Executive**” means the Assistant Administrator or Deputy Assistant Administrator for Procurement, Office of Procurement, NASA Headquarters (Code H).

“**Contracting activity**” in NASA includes the NASA Headquarters installation and the following field installations: Ames Research Center, Dryden Flight Research Center, Glenn Research Center at Lewis Field, Goddard Space Flight Center, Johnson Space Center, Kennedy Space Center, Langley Research Center, Marshall Space Flight Center and Stennis Space Center. A major program that may have contracts at multiple field centers may also be considered a “contracting activity.”

“**Head of the agency**” or “**agency head**” means the Administrator or Deputy Administrator of NASA.

“**Head of the contracting activity (HCA)**” means, for field installations, the Director or other head and, for NASA Headquarters, the Assistant Administrator for Management Systems. For International Space Station (ISS) and Space Shuttle Program contracts, the HCA is the Headquarters Deputy Associate Administrator for ISS and Shuttle Programs in lieu of the field Center Director(s). For Exploration Systems Mission Directorate (ESMD) contracts, the HCA is the Associate Administrator for ESMD in lieu of the field Center Director(s).

“**Procurement officer**” means the chief of the contracting office, as defined in FAR 2.101.

“**NASA Acquisition Internet Service (NAIS)**” means the Internet service (URL: <http://procurement.nasa.gov>) NASA uses to broadcast its business opportunities, procurement regulations, and associated information.